

# RENTAL INFORMATION

## Bridgeport United Church of Christ

621 NE 76th Avenue  
 Portland, OR 97213  
 (503) 258-0992  
 theOffice@BridgeportUCC.org

### Rental Rates

Rental fees are for each room as listed. Use of additional rooms will result in additional fees as appropriate. Rentals based upon block increments begin at the agreed upon time of building access and include time used for setup and cleanup if applicable. All fees and payments must be received by an authorized representative of the Bridgeport United Church of Christ prior to the use of the facilities.

EVENT DESCRIPTION	COST OF USE			
	SANCTUARY	COMMUNITY HALL AND KITCHEN	LIBRARY	CLASSROOM(S)
<b>BUCC Sponsored Events</b>				
Approved Events	No Charge	No Charge	No Charge	No Charge
<b>Weddings/Parties/Memorials/Gatherings (4 hour block)</b>				
Members	\$75	\$50	No Charge As Additional Room	No Charge As Additional Room
Non-Members	\$200	\$100	No Charge As Additional Room	No Charge As Additional Room
<b>Concerts (4 hour block)</b>				
No Admission	\$150	\$75	No Charge As Additional Room	No Charge As Additional Room
Admission Charged	5% of paid admissions (\$150 minimum)	\$100	No Charge As Additional Room	No Charge As Additional Room
<b>Meetings/Seminars (2 hour minimum)</b>				
Per 2 hours	\$50	\$50	\$25	\$25
Per 8 hours	\$150	\$100	\$75	\$75
<b>Overnight Use (Includes use of entire facility)</b>				
Per Person	\$10 per night			

## **RENTAL INFORMATION CONTINUED...**

### **Deposit Policy**

All deposits must be paid in advance and separately from any other fees or expenses. The deposit will be refunded in full provided that there is no damage to the property of Bridgeport and all policies and procedures were adhered to.

Deposit charges are as follows:

- \$0 If the rental is through a member of the Bridgeport United Church of Christ.
- \$75 For non-members when no food and/or drink will be served on the premises.
- \$300 For non-members when food and/or drink will be served on the premises.
- \$300 For all overnight rentals.

### **Additional Expenses and Fees**

The following fees will be charged as applicable and agreed upon by all parties prior to the date of rental.

Use of piano(s):	no cost
Event Host for non-members:	\$10.00/hour minimum (to be paid directly to the host)
Sound System:	\$30.00 flat fee (prior approval required)

Should your event extend later than the scheduled time, you will be charged an additional \$40 per hour.

### **Payments**

All payments must be in the form of cash, check, or cashier's check made out to the Bridgeport United Church of Christ (or Bridgeport UCC). If it is a personal check, payment must be received within a time frame that allows the check to clear before the event begins unless an authorized representative of Bridgeport UCC has agreed upon other arrangements or an exception to this policy.

### **Hours of Availability**

Pending other rentals or prior approval, The Bridgeport United Church of Christ's facilities are available for use from 8:00 a.m. until 12:00 a.m. on Monday through Friday, and from 1:30 p.m. until 12:00 a.m. on Saturday and Sunday. Overnight rentals are exempt from these limitations but are required to respect any religious services that may take place on the grounds and in the building (prior notification will be given to the rental party).

### **Tours/Meetings**

It is recommended that prior to signing a rental agreement that an authorized representative of both the rental party and the Bridgeport United Church of Christ meet to tour the facility and discuss the event. Availability of Bridgeport staff cannot be guaranteed unless notice is given and a time is agreed upon. Please contact the office of Bridgeport UCC by telephone at (503) 258-0992 or via email at theOffice@BridgeportUCC.org to schedule a tour or set up a meeting.

## **RENTAL INFORMATION CONTINUED...**

### **Insurance**

All renters that are not conducting BUCC sponsored events are required to provide proof of liability insurance in the amount of \$1,000,000,000 naming the Bridgeport United Church of Christ as an additional insured for the event in question. This can be obtained through an individual's renter's or home owner's insurance. Please notify us immediately if you cannot obtain this or do not have the appropriate insurance policy to extend to the facilities at Bridgeport as there may be additional options available to your rental.

### **Cancellation and Refunds**

Cancellation must be given within an appropriate time frame as deemed by the type of event. Only an authorized representative of the Bridgeport United Church of Christ can approve refunds, which can take up to 30 days to process, depending on the situation.

### **Parking**

The Bridgeport United Church of Christ has it's own parking lot and is also located in a neighborhood that permits street parking as needed. We do ask that you respect our neighbors during your event and see that all attendees are respectful as well.

### **Use of Furniture**

All rooms are rented "as is." Furniture should remain in the room unless prior approval has been given. Should you need to arrange the furniture, we ask that you return all pieces to their found location during the clean up process.

### **Cleanup**

It is the responsibility of the renter(s) to clean up after their event. Any time taken for cleanup must be included in the agreed hours for the rental event otherwise the aforementioned overtime fee of \$40/hour will be applied. Cleanup inspection will be done by the event host for non-members and will be the responsibility of the member in the case of member rentals. Please see the cleanup checklist for the list of required duties.

**The information supplied on the pages marked "Rental Information" is for informational purposes only. For detailed information, please see the policies and procedures document supplied along with the list of fees. Policies are subject to change at any time. The Bridgeport United Church of Christ and its authorized representatives retain the right to refuse any rental application at any time.**